

\* ISP, 651 S. FRONTAGE Road, Seymour IN 47274



**APPLICATION FOR TEMPORARY EMPLOYEE PERMIT**

State Form 54632 (12-13)  
Approved by State Board of Accounts, 2013

- INSTRUCTIONS:**
1. Type or print legibly.
  2. Complete all sections.

**INDIANA ALCOHOL AND TOBACCO COMMISSION**  
**TEMPORARY PERMIT SECTION**  
302 W. Washington Street, Rm. E114  
Indianapolis, Indiana 46204  
Telephone number: (317) 234-4315  
Website: <http://www.in.gov/alc>

\* Use Seymour address

This permit may be issued for use at the location covered by and during the time period of Temporary permit only

\* Your Social Security number is being requested by this state agency in accordance with I.C. 4-1-8-1. Disclosure is mandatory, and this record cannot be processed without it.

**STEP 1. GENERAL INFORMATION**

Name of applicant (first, middle initial, last)		Daytime telephone number ( )		E-mail address	
Address (number and street, city, state, and ZIP code)					
Social Security number *	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Height (ft. in.)	Weight (lbs.)	Date of birth (month, day, year)	Age
Temporary permit number		Date(s) of Temporary Permit (month, day, year)			
Location where Temporary Permit is to be used:					

**STEP 2. BACKGROUND QUESTIONS - READ CAREFULLY PRIOR TO ANSWERING**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted of operating while intoxicated in Indiana or of a similar charge in any other state? (If yes, please list the month, day, year, and location of your conviction(s))
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you currently serving a sentence, including any term of probation for operating while intoxicated in Indiana or a similar crime in another state?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have any outstanding and unpaid tax liabilities owing to the Indiana Department of Revenue? (If yes, you cannot have a permit until all liabilities have been paid).
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you had an application for an alcoholic beverage permit or employee's permit denied, revoked, or suspended within the last five (5) years? If yes, explain:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever had a drivers license in any other state? If so, you must attach a copy of your driving record from that state.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you know that it is a Class B Misdemeanor, punishable by up to six (6) months in jail and a \$1,000 fine, for knowingly serving an intoxicated person?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you know that an excise officer may enter, inspect, and search a permit premises in which you work without a warrant and you must produce proof of your temporary employee permit on demand?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you know that the alcoholic beverage laws are part of the criminal code and are enforceable by every law enforcement officer in the State of Indiana?

**STEP 3. FEE AND PAYMENT SCHEDULE**

Temporary Employee Permit (Fee \$5.00)  
You may work on your receipt at the Temporary event noted on this application.  
Payment by mail may be made by money order, business check, cashier's check, or certified check. Cash accepted only if hand delivered to ATC office.

**STEP 4. SIGNATURE AND AFFIRMATION**

I certify that this application was completed by myself. I affirm under penalties of perjury that I am at least twenty-one (21) years of age and that all information provided on this form is true and correct. I understand that it is a felony under Indiana law to misrepresent or falsify any portion of this application, and also realize I may be fined.

Signature of applicant	Date signed (month, day, year)
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**FOR OFFICE USE ONLY**

OWI Background Check	<input type="checkbox"/> No OWI	<input type="checkbox"/> OWI Eligible	<input type="checkbox"/> OWI Ineligible	<input type="checkbox"/> No record on file
Conviction Date(s) (month, day, year)	Eligible Date (month, day, year)	Revealed <input type="checkbox"/> Yes <input type="checkbox"/> No	Initial & Date (month, day, year)	



# INDIANA STATE EXCISE POLICE

District 4  
651 S Commerce Drive  
Seymour, Indiana 47274  
812-523-8314  
812-522-5681 Fax  
[dist4@atc.IN.gov](mailto:dist4@atc.IN.gov)

## Application for Temporary Employee Permit Instructions

### 1. Step 1 General Information:

Name of applicant  
Daytime telephone number  
E-mail address  
Social Security Number (cannot process permit without this)  
Sex (M or F)  
Height (ft. in.)  
Weight (lbs.)  
Date of Birth (month, day, year)  
Age  
TM Permit number (Leave Blank- Excise fills this in)  
Date(s) of Temporary Permit (month, day, year)  
Location where Temporary Permit Event will take place- Exact address of event  
(street address, city, state, zip code, and County event will be held in)

### 2. Step 2 Background Questions- (READ CAREFULLY PRIOR TO ANSWERING):

Answer all questions- YES or NO

### 3. Step 3 Fee and Payment- \$5 (PER EVENT) Payment accepted- money order, business, cashier's, or certified check. (Made out to: Indiana Alcohol and Tobacco Commission)

### 4. Step 4 Signature and Affirmation (Read all information) sign and date

❖ If you have any additional questions, please contact Christine Deaton at District 4 Office at 812-523-8314



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## Temporary Beer & Wine Permit Guidelines

In order to qualify for this authority to serve beer & wine, the following guidelines must be met:

- 1) The application must be filled out completely.
- 2) Must have signature and date of Permittee. (if not signed and dated will be returned)
- 3) Step 5 Community Clearance- must have signature of Local Enforcement Agency in county where event will take place (if in city limits- Chief of Police, if out of city limits- Sheriff ) (if not signed will be returned)
- 4) You must have a defined floor plan or diagram. This can be drawn on Page 1, Step 3 of this application (or attach an 8 ½ by 11 page). If minors are to be present you must have a defined separation between bar/serving area and family area (must be on floor plan).
- 5) There shall be NO carry-out privileges, NO carry-in privileges, and NO spirituous beverages (Liquor) allowed.
- 6) Each applicant must designate an individual to be responsible for the event and such person shall sign authority.
- 7) ANY and ALL persons dispensing or accepting payment for beer/wine MUST POSSESS a valid ATC employee permit (Temporary Employee Permits are available for \$5 per person per event).
- 8) Legal hours of dispensing beer/wine (Prevailing Time), Monday through Saturday 7am to 3am the following day. Sunday- 7am to 3am the following day.
- 9) Applicant must file with the district office at which the event will be held at least 5 business days prior to event. Failure to comply will be grounds for denial.
- 10) This authority must be posted in the most conspicuous place at the location of the event. An Excise Officer or Commissioner, for good cause, has the authority to revoke the authority during the event.
- 11) The \$50 per day fee must be paid with one of the following: Money Order, Business, Cashier's or Certified check.